



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date January 24, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 129		Date Received JAN 29 1974	Application No. 74-39 Date Completed FEB - 5 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry Animal Disease Eradication Section 19 Hunter St., S. W., Atlanta, Georgia 30334		4. Person to Contact Dr. James Andrews 5. Working Title State Veterinarian 6. Tel. No. 656-3667	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1-1-70 to date	9. Exact Series Title PERMIT TO MOVE LIVESTOCK
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10. What is the function of the office in which this record series is created?

The Animal Industry Division is responsible for supervising and regulating the animal industry in Georgia. It administers and supervises veterinary activities in the State to control and eradicate diseases in all animals. It also provides an inspection service to assure the wholesomeness of meat and meat products intended for human consumption.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Movement of livestock to be slaughtered

Includes Only: Permit To Move Livestock From A Livestock Sales Barn
Direct To Slaughterer (Form GA 29)

File is arranged: Chronologically by calendar year; thereunder alphabetically by livestock markets

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers					6	4		
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
6"x9" Drawers		12	9		6			
				AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
					20	5		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. ^{PE - LF} Is the information contained in this series ever summarized or published? ☐ ☒
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>Ellis D. Sikes</u> Date <u>1-24-74</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<u>Ellis D. Sikes</u>		<u>1-24-74</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	State Auditor/Designee	<u>William M. Dixon</u>		<u>2-4-74</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Secretary of State/Designee	<u>Carole West</u>		<u>2-1-74</u>
STATE RECORDS COMMITTEE	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Attorney General/Designee	<u>R. B. H. H. H.</u>		<u>2-4-74</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			